

**DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH BATTALION, 3RD AIR DEFENSE ARTILLERY
APO AE 09225**

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Policy Memorandum CO-1

AETV-BG-CU-CO

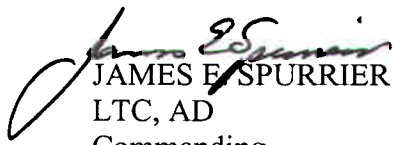
30 August 2002

MEMORANDUM FOR Soldiers and Families of 4-3 ADA

SUBJECT: Battalion Commander's Open Door Policy

1. From time to time, in any organization, soldiers have personal problems or notice conditions that they believe require the personal attention of the Battalion Commander. Any individual in this command may personally discuss his or her concerns with me. My goal is to provide workable solutions that are in the best interests of the individual, this organization, and the United States Army.
2. It has been my experience that the majority of problems are ultimately solved by the soldier's immediate chain of command. Therefore, I urge each soldier to give the chain of command a chance to solve his or her problem at the lowest level.
3. An effective resource available to the individual soldier is the wealth of experience and knowledge of the Command Sergeant Major. Too often the CSM is not used. Call on the CSM when looking for help. He is my principal advisor on matters pertaining to enlisted soldiers in the command. In addition to my stated open door policy, I encourage you to contact me whenever you see me out visiting soldiers and training. If a soldier decides that he or she requires the assistance of the CSM or myself, that soldier can call the CSM to schedule an appointment.
4. Those soldiers who wish to see me in reference to an Article 15, a Court-martial, or a separation action in my jurisdiction should make the request through their Trial Defense Service Attorney to the Staff Judge Advocate.

I STRIKE!


JAMES E. SPURRIER
LTC, AD
Commanding

Policy Memorandum CO-2

AETV-BG-CU-CO


30 August 2002

MEMORANDUM FOR Soldiers and Families of 4-3 ADA

SUBJECT: Drug and Alcohol Abuse

1. Drug and alcohol abuse is incompatible with the standards and goals of the Army and cannot be tolerated. It not only detracts from our combat readiness, but also can result in the loss of life or serious injury. Abuse detracts from our mission accomplishment and often destroys family life. Clearly, abuse of alcohol or drugs is in violation of civil laws, military regulations, and policies and has no place in the "I Strike" Battalion.
2. Those soldiers or family members abusing alcohol or drugs have two choices: seek assistance or expect to be dealt with by the Army's judicial and or administrative system.
 - a. To those soldiers or family members who voluntarily seek assistance before they are caught, I pledge my complete cooperation and assistance; all you must do is tell your commander that you need help and that you will never abuse the substance again. No punishment or prejudice will result from this self-referral unless you are subsequently caught (through any source: urinalysis, military police report, or command action) using the substance again.
 - b. To those soldiers or family members who decide to abuse drugs and alcohol, I pledge that I will use the full measure of administrative and legal actions against you. Such measures can lead to jail terms, separation from the service, or return to the United States for family members.
3. I am responsible for providing a quality environment for all members of this battalion and their families. I intend to carry out that responsibility and to create an atmosphere unimpeded by the abuse of drugs and alcohol. I will assist those who seek help and I will punish and separate from the Army those who continue to abuse drugs and alcohol. Be a positive contributor to the combat readiness of our battalion: do not abuse drugs or alcohol. As an incentive, those batteries that go 90 consecutive calendar days without DWI/DUI or an alcohol or drug related blotter incident, will be granted a training holiday to be taken during the following 90 day period. Battery commanders are responsible for identifying the 90-day period and requesting the specific training holiday.

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JAMES E. SPURRIER
LTC, AD
Commanding

Policy Memorandum CO-3

AETV-BG-CU-CO

30 August 2002

MEMORANDUM FOR Soldiers and Families of 4-3 ADA

SUBJECT: Equal Opportunity and Sexual Harassment

1. Every member of the "I Strike" family will be treated fairly and with dignity and respect without regard to race, color, religion, gender or national origin. The US Army of today has achieved its greatness through a strong emphasis on equal opportunity for its soldiers and our families. However, all of us must be active in seeking out and eliminating discriminatory practice in our units. Unfair practices based on race, national origin, color, religious preference, or gender destroys the teamwork we in the Army seek to achieve.
2. Sexual harassment violates acceptable standards of conduct and will not be tolerated. Sexual harassment takes many forms: offensive comments, gestures or contact of a physical nature, attempting to gain sexual favors through control, influence, or threat to the career, pay, or job of another person. Leaders, soldiers and family members must ensure such behavior is not tolerated. This not only applies to on-duty, but also includes non-work environments. All soldiers and family member have an obligation to report incidents immediately.
3. The chain of command is the primary channel for correcting discriminatory practices and communicating Equal Opportunity matters throughout the battalion. Supervisors at all levels, regardless of gender, are directly responsible for ensuring the equal opportunity and treatment of soldiers under their control. The battery commander is the Battery Equal Opportunity Officer.
4. As the Battalion Equal Opportunity Officer, I am open to all members of this command to help in resolving EO issues that cannot be handled within the normal command channels. Equal Opportunity equals readiness!

I STRIKE!


JAMES E. SPURRIER
LTC, AD
Commanding

Policy Memorandum CO-4

AETV-BG-CU-CO

30 August 2002

MEMORANDUM FOR Soldiers and Families of 4-3 ADA

SUBJECT: Race Relations and Equal Opportunity (RR/EO) Complaint Procedures

1. RR/EO complaints may be directed to either the Battalion or Community Equal Opportunity Staff Officer or NCO (EOSO or EOSNCO)
2. Community complaints will be directed to the Battalion EOSO or EOSNCO. The Battalion EOSO and EOSNCO, in coordination with the appropriate agencies, will take actions to resolve the complaint and provide feedback to the originator until final resolution.
3. Unit complaints will be addressed to the battery level RR/EO chain of command, i.e. first line supervisor, RR/EO NCO or commander. They will attempt to resolve the complaint at that level first. If the complaint cannot be resolved at the battery level, the RR/EO or the commander will bring it to the attention of the Battalion EOSO or EOSNCO, who will use all available feedback to the originator until final resolution.
4. Off-post discrimination complaints should be reported to the Battalion EOSO or EOSNCO, or the Battery RR/EO NCO within 24 hours of occurrence. The RR/EO personnel will then notify the BSB RR/EO personnel, who will investigate the complaint and provide feedback to the Battalion EOSO and EOSNCO.

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JAMES E. SPURRIER
LTC, AD
Commanding

Policy Memorandum CO-5

AETV-BG-CU-CO

30 August 2002

MEMORANDUM FOR Soldiers and Families of 4-3 ADA

SUBJECT: Withholding of Article 15 Jurisdiction


1. Pursuant to paragraph 3-7c, AR 27-10, I hereby withhold the exercise of authority to impose nonjudicial punishment from battery commanders, under my Summary Court-Martial Jurisdiction designated in paragraph 2, below, in the following categories of offenses and military personnel:

- a. All cases alleging misconduct involving drugs or alcohol of soldiers in the rank of SGT (E-5) and above.
- b. All cases of driving while intoxicated/driving under the influence.
- c. All cases involving child abuse.

2. This limiting of authority under Article 15, UCMJ, applies to the following battery commanders under my Summary Court-Martial Jurisdiction:

- a. Headquarters Battery, 4-3 ADA
- b. Battery A, 4-3 ADA
- c. Battery B, 4-3 ADA
- d. Battery D, 4-3 ADA

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JAMES E. SPURRIER
LTC, AD
Commanding

Policy Memorandum CO-6

AETV-BG-CU-CO

30 August 2002

MEMORANDUM FOR Soldiers and Families of 4-3 ADA

SUBJECT: Awards and Promotions

1. Every soldier will be considered for a service award upon successful completion of his or her tour of duty with the battalion. Soldiers will also be considered for impact, achievement, and safety awards for performance that is particularly meritorious in nature.
2. Each soldier has earned the right to be recognized for a job well done in front of his or her peers. Accordingly, each soldier will receive his or her end of tour award at an appropriate ceremony. Soldiers who are not recommended for an end of tour award based on substandard performance or other factors will be counseled to that effect.
3. When considering the type of award to recommend, supervisors and commanders will base their decisions upon the following factors: individual's performance, individual's personal and professional conduct, time in service, time in unit, position held in the unit, and the amount of responsibility with which the individual has been entrusted.
4. End of tour awards will not refer to acts of meritorious achievement that have been previously recognized by decoration unless the award is for retirement. For example, if a soldier has received any Achievement Awards during their current tour of duty, they cannot use those same accomplishments in one of the bullets that would support their end of tour award.
5. The following timelines will be used when preparing awards:
 - a. AAMs – 30 days prior to presentation date
 - b. ARCOMs – 60 days prior to presentation date
 - c. MSMs - 90 days prior to presentation date.
6. It is important that we recognize soldiers for their outstanding efforts by presenting awards and conducting promotions in front of their fellow soldiers.

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JAMES E. SPURRIER
LTC, AD
Commanding

Policy Memorandum CO-7

AETV-BG-CU-CO


30 August 2002

MEMORANDUM FOR Soldiers and Families of 4-3 ADA

SUBJECT: Battalion Reenlistment Incentive Program

1. The "I STRIKE" Battalion Reenlistment Incentive Program is established to reward qualified soldiers who reenlist to remain a vital part of the Army's fighting team.
2. Reenlistment of quality soldiers encourages high standards of performance and makes the Army a truly reliable fighting force. All Commanders, First Sergeants, and other leaders are a vital part of the reenlistment process. They will ensure that each soldier is counseled on reenlistment and has the necessary information to make a sound decision.
3. Incentives for soldiers who reenlist are:
 - a. Initial Term Soldiers.
 - (1) Are exempt from the next duty roster for 30 day
 - (2) Have the day before, the day of, and the day after reenlistment off.
 - (3) Battery Commanders will grant a 4-day pass within 60 days of reenlistment.
 - b. Mid-Term, and career Soldiers.
 - (1) Have the day before, the day of, and the day after reenlistment off.
 - (2) Battery Commanders will grant a 4-day pass within 60 days of reenlistment.
4. It is my goal to retain all qualified soldiers. Active participation by all leaders at every level is required to accomplish this goal.

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JAMES E. SPURRIER
LTC, AD
Commanding

Policy Memorandum CO-8

AETV-BG-CU-CO

30 August 2002

MEMORANDUM FOR Soldiers and Families of 4-3 ADA


SUBJECT: Manning of ADA Systems

1. OBJECTIVE: To have all weapons systems fully manned, trained and operational. Systems that are not adequately manned cannot be properly maintained and the crews cannot train properly and safely. It is a battalion policy to maximize the number of fully manned crews and to place into temporary storage systems that cannot be manned at or above the crew minimum manning levels. While the elimination of squads and crews is difficult emotionally, I want to maximize the number of fully manned, trained and qualified crews. I will accept fewer platoons and crews. As replacements arrive, we will reconstitute those systems and units that were put in temporary storage.

2. GUIDANCE:

- a. Units will fully man weapons systems at the authorized levels.
- b. If losses preclude fully manning all weapon systems at the authorized levels, selected systems will be placed in temporary storage.
- c. 14Ss will only be used to fill the stinger team position on the back of the BSFV after all Avenger and stinger platoon teams are filled. 14Rs will be used to fill BSFV squads and other 14R coded positions until all positions are full. Only then will a 14R be assigned elsewhere.
- d. Every battery will have at least one platoon fully manned with soldiers on every weapon system and who are trained to UAREUR 350-1 qualification standards.
- e. Temporary storage: Vehicles will be parked in unit areas in a fully mission capable (PMCS "Ready") condition as defined by the appropriate -10 manuals, and all parts required to meet 10/20 standards will be on-hand or on-order. The next scheduled preventive maintenance services will be performed prior to storage, but other routine maintenance to install parts, etc. will be performed on a time available basis.

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JAMES E. SPURRIER
LTC, AD
Commanding

Policy Memorandum CO-9

AETV-BG-CU-CO

02 December 2002

MEMORANDUM FOR Soldiers and Families of 4-3 ADA

SUBJECT: Severe Intoxication

1. The consumption of alcohol is often associated with partying and good times. When alcohol is abused, however, it can have tragic consequences for drinkers and innocent bystanders alike. This policy letter serves to outline actions to take when observing a severely intoxicated individual, in order to safeguard that person and those around him.

2. Severe intoxication can lead a person to do many harmful things to self or others. Encouraging another individual to become severely intoxicated is also wrong. This type of behavior can lead to injury, rape, and even death.

3. Soldiers can take the following steps to reduce the risks associated with severe intoxication.

a. Don't drink, but if you do, drink in moderation, and encourage others to do the same. If you are unable to have fun without an excess of alcohol, you may need to examine your drinking habits and seek professional help.

b. Avoid situations involving binge or peer-pressured drinking.

c. Do not leave a severely intoxicated individual alone---ever! Get someone, preferably sober and of the same sex, to stay with that individual until they are no longer in an inebriated state. Call the individual's chain of command, the Military Police, SDNCO or a friend if you require assistance.

d. If you are monitoring a severely intoxicated individual, ensure that they do not sleep or pass-out on their back. This could cause them to choke on their own vomit. If you cannot get them on their side or stomach, ensure their head is turned to one side or the other.

e. Do not permit members of your group to 'loosen someone up' through continuous drinking. Persons who give an individual alcohol or other drugs to help them overcome inhibitions or take advantage of them sexually may meet the elements of proof for rape. If a person is intoxicated and unable to resist, it does not mean consent. Unconsciousness or sleep constitutes lack of consent. Sex with lack of consent is rape.

f. Do not allow anyone who has been drinking to operate a motor vehicle of any kind.


g. Leaders at all levels need to educate soldiers regarding the hazards of intoxication.

h. All soldiers living in single soldier quarters should routinely lock room doors.

4. All new soldiers must be briefed on the alcohol awareness and drug abuse policy letter CO-2 within the first 24 hours of arriving in the unit. This will include at a minimum the alcohol content of German beer, wine, their effects, and the consequences of alcohol related incidents, particularly drunk driving. Also inform the soldier of alternative activities (i.e. sports, tours, events), which don't encourage alcohol abuse

5. By following the above guidelines and enjoying alcohol in moderation, our soldiers will protect themselves and others, strengthening the unit and making our community a better place to live.

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JAMES E. SPURRIER
LTC, AD
Commanding

Policy Memorandum CO-10

AETV-BG-CU-CO

01 July 2003

MEMORANDUM FOR Soldiers of 4-3 ADA

SUBJECT: Responsibility and Accountability of Sensitive, Controlled and Secure Items

1. OBJECTIVE: 100% accountability of all equipment in the Battalion IAW all applicable regulations.

2. GUIDANCE:

a. Commanders or their representative will conduct monthly 100% inventories, by serial number where applicable, of all Arms rooms, Communication security vaults, Nuclear Biological Chemical storage rooms and any sensitive, controlled or secure item kept outside of these storage facilities. These inspections will be in accordance with DA PAM 710-2-1 paragraphs 9-9 through 9-11. Inspectors will be in the rank of Sergeant First Class or above. Inspectors, armorers, communication security custodians and Nuclear Biological Chemical NCO's will read DA PAM 710-2-1 paragraphs 9-9 through 9-11 prior to conducting inspections and sign a memorandum that they have read and understand this document. Commander's will maintain these memorandums on file in accordance with DA PAM 710-2-1 paragraph 9-10 B4 and AR 190-11 Chapter 6 which state they will be on file for two years if no discrepancy noted and four years if a discrepancy is noted.


b. Commanders will ensure armorers, communication security custodians and Nuclear Biological Chemical NCO's upon opening and closing any of their secure areas or vaults will physically count all items stored there in. All end items with subcomponents and BII will be accounted for. They must ensure all seals and or bands are unbroken and the containers are intact and have not been tampered with. Results of these inventories will be recorded on a DA Form 2062. All forms will be maintained within the secure area or vault until the next monthly inventory.

c. Commanders may seal items into additional containers within these secure areas in accordance with DA PAM 710-2-1 paragraph 9-10. Commanders or acting Commanders on orders will physically count all items being placed into the containers with the secure area representative present. The Commander or acting Commander on orders will observe the container being sealed. Once sealed a memorandum signed by the Commander or acting Commander on orders stating the items and quantity contained there in will be placed within the container and on the outside of the container.

d. The Battalion Executive Officer will ensure a representative from the S2 office inspects the Battery secure areas monthly to verify compliance with this policy letter.

e. All discrepancies will be immediately reported to the Battery Commander who then reports to the Battalion Commander.

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JAMES E. SPURRIER
LTC, AD
Commanding

on hand or on request. If items are not on hand or on request, check to see if a report of supply constraint has been submitted. If not, the outgoing PBO will make sure that shortages are placed on request.

(c) Review the property book, document register, and document file to judge the condition of the records in terms of satisfying accounting requirements.

(d) Make sure hand receipt holders are presently assigned to the unit issued property.

(e) Compare hand receipts with the property book to find the items not issued. Make a list of these items.

(f) Make sure there is a property book page for each property book item listed on the hand receipt. Make a list of any differences.

(g) The incoming PBO will develop some method to keep track of those property book pages that have been compared to hand receipts. If marks are made on the property book pages, they will be in pencil. Erase these marks after the inventory is completed.

b. After completion of the actions in a above, inventory the items not issued on hand receipts. Use the following procedures:

(1) Check all items to make sure the item and their description on the property book match. Make a list of any differences.

(2) Make a visual check of the condition of the property. Make a list of any damaged property. Damaged equipment will be accepted as being on hand.

(3) Count all items not issued on hand receipt. Make a list of any shortages or overages.

(4) Check end items for completeness. Use the proper TM or SC to identify components. Make a list of any component shortages or overages. Check the document register to make sure component shortages are on request.

(5) Verify serial numbers. Check the serial number of the item with the serial number recorded on the property book. Make a list of any serial number differences.

(6) If items are in maintenance, make sure the maintenance request is valid. Check open maintenance requests with the supporting maintenance facility.

(7) Report damaged equipment to unit maintenance personnel for repair.

(8) The outgoing PBO conducts causative research for differences. Causative research includes but is not limited to, comparing all postings to the applicable property book page against documents that support those postings, verifying all hand receipt change documents, searching storage areas controlled by the PBO, and ensuring that end item identity was not destroyed by consolidation, disassembly or mislabeling. When no conclusive findings are made, take the following actions:

(a) Turn in overages as "found on installation" property. Account for OCIE property book overages as gains using DA Form 444 (Inventory Adjustment Report (IAR)). After posting the gains to the OCIE property book, turn in to the SSA any excesses determined under paragraph 10-3i.

(b) Account for shortages according to AR 735-5. When preparing the Report of Survey ensure that the unit price used is current per AR 735-5.

(c) Prepare and process an AAR to correct differences within sizes, makes, or models.

(d) Adjustment documents are posted to the property book.

(e) Submit requests for issue to replace shortages.

(9) After the proper actions in (1) through (8) above have been completed, the incoming PBO will complete the statement of accountability for the property.

c. When the inventory cannot be completed within the prescribed time (30 days), extensions may be requested from the commander or designated representative making the appointment. If an extension is not granted, the incoming PBO becomes accountable on the effective date. Extensions must be in writing and will not exceed 30 days. A maximum of two extensions may be requested.

9-8. Annual property book officer inventory

This inventory is required when property books are kept at other

than the using unit level. The PBO conducts this inventory. All items not issued on hand receipts must be counted.

a. Take the following actions prior to the inventory:

(1) Make sure all completed receipt, turn-in, and adjustment documents have been posted to the property book.

(2) Compare hand receipts with the property book to find the items that are not issued. Make a list of these items.

(3) Make sure there is a property book page for each property book item listed on the hand receipts. Make a list of any differences.

b. Inventory the items as follows:

(1) Check all items to make sure the item and their description on the property book match. Make a list of any differences.

(2) Make a visual check of the condition of the property. Make a list of any damaged property.

(3) Count all items not issued on hand receipt. Make a list of any overages or shortages.

(4) Check end items for completeness. Use the proper TM or SC to identify components. Make a list of any component shortages or overages. Check the document register to make sure component shortages are on request.

(5) Check the serial number on the item with that recorded on the property book. Make a list of any serial number differences.

(6) If items are in maintenance, make sure the maintenance request is valid. Check open maintenance requests with the supporting maintenance facility.

(7) Report damaged equipment to unit maintenance personnel for repair.

(8) Conduct causative research for differences. Causative research includes but is not limited to, comparing all postings to the applicable property book page against documents that support those postings, verifying all hand receipt change documents, searching storage areas controlled by the PBO, and ensuring that end item identity was not destroyed by consolidation, disassembly or mislabeling. When no conclusive findings are made, take the following actions:

(a) Turn in overages as "found on installation" property.

(b) Account for shortages according to AR 735-5. When preparing the Report of Survey ensure that the unit price used is current.

(c) Prepare and process an AAR to correct differences within sizes, makes, or models.

(d) Post adjustment documents to the property book.

(e) Submit requests for issue to replace shortages.

(9) When the inventory is completed, prepare a memorandum for the PBO's signature. The memorandum will state that the inventory was conducted. It will also state, when applicable, that differences have been accounted for according to AR 735-5 and DA Pam 710-2-1. File the original of the memorandum at the property book level. Send a copy of the memorandum to the commander/supervisor or their designated representative who appointed the PBO. A sample inventory memorandum is shown at figure 9-2.

9-9. Sensitive item inventory

a. Sensitive items and unclassified CCI will be inventoried quarterly. Explosives (ammunition), and firearms (CIIC of N or P) and hazardous items must be inventoried monthly. Sensitive items and CCI are identified with a CIIC of 1-9, S, N, P, Q, R, or Y (Night Vision Devices). Conduct causative research for all inventory discrepancies. The CIIC is shown in the AMDF. The CIIC for each item is on the property book page and on hand or subhand receipts.

b. The responsible officer must notify hand or subhand receipt holders when the items are to be inventoried (monthly and quarterly requirements). Tell them to inventory all items with a CIIC, of 1-9, S, N, P, Q, R, or Y (Night Vision Devices).

c. The PBO inventories sensitive items not listed on hand receipts.

d. Inventory sensitive items as follows:

(1) For weapons and ammunition use the procedures in paragraph 9-10b.

(2) Count each sensitive item for which you have responsibility. Make a list of any overages or shortages.

(3) Make a visual check of the condition of the items. Make a list of any damaged property.

(4) Check end items for completeness. Use the proper TM or SC to identify components. Make sure that component shortages are listed on hand receipt shortage annexes. Make a list of any component shortages not listed on hand receipt shortage annexes. Make a list of any component overages.

(5) Check the serial number on the item with the serial number recorded on the record of responsibility. Make a list of serial number differences.

(6) Report damaged equipment to unit maintenance personnel for repair.

(7) Shortages, signs of tampering or unauthorized access to CC equipment also requires initiation of a COMSEC incident.

(8) Hand or subhand receipt holders report the results of the inventory to the responsible officer.

(9) The responsible officer reports differences pertaining to property book items to the PBO. The PBO conducts causative research for these differences. Causative research includes but is not limited to, comparing all postings to the applicable property book page against documents that support those postings, verifying all hand receipt change documents, searching storage areas controlled by the PBO, and ensuring that end item identity was not destroyed by consolidation, disassembly or mislabeling. When no conclusive findings are made, take the following actions:

(a) Turn in overages as "found on installation" property.

(b) Account for shortages according to AR 735-5. Shortage of CCI also requires the initiation of an insecurity report per TB 380-40. When preparing the Report of Survey ensure that the unit price used is current.

(c) Prepare and process an AAR to correct differences within sizes, makes, or models. Serial number differences will not be corrected with use of an AAR. Accountability for serial number differences will be established per AR 735-5.

(d) Adjustment documents must be posted to the property book. Adjust hand or subhand receipt and hand receipt shortage annexes accordingly.

(e) Submit requests for issue to replace shortages.

(9) Record the results of the sensitive item inventory on a memorandum prepared for the responsible officer's or PBO's signature, as appropriate. The memorandum will state that all sensitive, explosive, and hazardous items have been inventoried. It will also state either that no differences were discovered or that differences have been reported according to AR 190-11, if required. The fact that differences have been accounted for according to AR 735-5 will be included when applicable. File the original of the memorandum at property book level. File a copy of the memorandum at unit level if the responsible officer is a hand receipt holder.

(10) Record the results of the sensitive item inventory on the cyclic inventory memorandum when the unit conducts sensitive items inventory monthly. SPBS-R and SPBS-R-I/TDA users attach the sensitive items inventory listing to the cyclic inventory memorandum. A sample of this memorandum is shown in figure 9-1.

9-10. Weapons and ammunition inventories

a. Use the following inventory procedures when the responsibility for the custody of the arms storage facility keys is transferred between authorized persons:

(1) Both incoming and outgoing custodians must conduct a physical count of the weapons and ammunition. (In consolidated arms storage facilities where access to weapons and ammunition is restricted due to physical layout, both persons will verify that a physical count has been made by each person that had access to weapons and ammunition.) Where a specific quantity of materiel is being stored in the arms room in locally banded and sealed containers, record these items on the DA Form 2062 as "Container protected by seal# which contains X rounds of Y ammunition." A separate entry will be made for each container in the item description block of the DA Form 2062 with the quantity listed as 1. See figure 9-3 for an example of this posting.

(2) Record the results of the inventory on DA Form 2062. Keep completely filled forms until the next serial number inventory (b below) is completed. At that time they may be destroyed. When differences are found during the serial number inventory and are not resolved, it will be necessary to keep the forms as an exhibit to a report of survey.

(3) The person receiving the keys to the arms storage facility receipts for the weapons and ammunition. This person must enter his or her signature, rank, and current date on the inventory form in the column the inventory quantity is listed. A sample DA Form 2062 used for weapons and ammunition inventory results is shown in figure 9-3.

b. The monthly (USAR and ARNG; quarterly) inventory of weapons by serial number is conducted by the responsible officer or an NCO, warrant officer, commissioned officer, or DOD civilian appointed by the responsible officer. The same person won't conduct this inventory in consecutive months. The unit armorer won't conduct this inventory. Use the following procedures:

(1) Compare the serial number of the weapons with those listed on the property book, hand or subhand receipt, as appropriate. Make a list of any differences. Prepare and process an AAR to correct differences within makes, or models. Serial number differences will not be corrected with use of an AAR. Accountability for serial number differences will be established per AR 735-5.

(2) If weapons or ammunition have been signed out or are in support maintenance, make sure they are supported by proper documentation. Make a list of any differences.

(3) Inventory ammunition by listing it by purpose (i.e., basic load, operational load, or training) DODIC, lot number, quantity on hand, and quantity signed out, on the inventory form. List quantities shown on banded or sealed and banded containers. Do not break manufacturer, ASP, or Quality Assurance Specialist Ammunition seals for inventory purposes. Note any tampering, damage, broken seals or bands.

(4) Record the results of the inventory on a memorandum or automated listing (example: PCN ALH-441, Sensitive Items Inventory List, produced in SPBS-R and SPBS-R-I/TDA and provided by the PBO. Record the serial number of each weapon on the memorandum (except SPBS-R and SPBS-R-I/TDA). The use of a preprinted memorandum listing serial numbers is authorized. Indicate on the memorandum any weapons signed out or in support maintenance. Record the quantity of loose ammunition and banded or sealed containers on the memorandum. The seal numbers for individual containers should be listed. The inventory memorandum will be signed by the person conducting the inventory. Retain the inventory memorandum in accordance with AR 190-11, chapter 6 (2 years if no discrepancy noted; 4 years if a discrepancy was noted).

(5) Report any discrepancies to the responsible officer immediately. If any question of serviceability occurs, (i.e., damaged containers, seals tampered with or broken), contact a Quality Assurance Specialist Ammunition Surveillance (QASAS) for serviceability verification. The Ammunition Supply Point (ASP) for the unit should be able to provide the information needed to contact the QASAS.

(6) The responsible officer reports discrepancies to the PBO. The PBO conducts causative research for these discrepancies. Causative research includes but is not limited to, comparing all postings to the applicable property book page against documents that support those postings, verifying all hand receipt change documents, searching storage areas controlled by the PBO, and ensuring that end item identity was not destroyed by consolidation, disassembly or mislabeling. When no conclusive findings are made, take the following actions:

(a) Turn in overages as "found on installation" property.

(b) Account for shortages according to AR 735-5. When preparing the Report of Survey ensure that the unit price used is current.

(c) Post adjustment documents to the property book. Adjust hand or subhand receipts accordingly.

(d) Submit any required reports according to AR 190-11 or AR 710-3. ARNG units submit required reports according to NGR 190-11 or NGR 170-30.

9-11. Special inventory procedures for classified COMSEC equipment

a. COMSEC custodians are appointed to account for all classified COMSEC materiel issued/hand receipted to the unit. AR 380-40(O) and TB 380-41 provide detailed criteria for appointment of COMSEC custodians. COMSEC custodians will not be relieved of their responsibilities and will not depart their organizations until a clearance for the COMSEC account has been received from the Army COMSEC Central Office of Record (ACCOR).

b. Detailed procedures for conducting inventories and reporting results are contained in TB 380-41. COMSEC custodians shall not deviate from these procedures.

9-12. Semiannual central issue facility (CIF) property book inventory

This is a 100 percent physical count of all organizational clothing and individual equipment (OCIE) recorded in the balance column of the CIF property book. This paragraph does not apply to the ARNG/USAR. The property book officer (PBO) conducts the inventory. The PBO may select personnel to assist with the inventory. The date of the inventory is based either on the date of the last change of PBOs or on the last semiannual inventory, whichever was later. A cyclic inventory may be used in lieu of the semiannual inventory. When the cyclic inventory option is used, the inventory frequency will be monthly, bimonthly, or quarterly. Regardless of the frequency, all property must be inventoried at least semiannually.

a. *Prior to the inventory.* Take the following actions prior to the inventory:

(1) Select an inventory cutoff date and notify supported units of the dates of the inventory and what transactions will or will not be processed.

(2) Make sure all completed receipt and turn-in documents have been posted to the property records. Post all completed summaries of turn-ins, issues, adjustments, and cash collections to the property records on the day following the cutoff date.

(3) If needed, select personnel to assist in the inventory and give them instructions.

b. *Conducting the count.* After completing the preinventory actions, OCIE is physically counted by the PBO or individuals selected and supervised by the PBO.

(1) Compare hand receipts with the property records to find the items that are not issued on hand receipt. Make a list of these items.

(2) If items are in maintenance or the laundry, make sure the maintenance and laundry requests are valid. Check all open maintenance and laundry requests with the supporting maintenance and laundry facilities. Make a list of these items.

(3) Count all items listed on the property records. Add quantities that are on hand receipt and those items in maintenance and the laundry. Make a list of overages and shortages. Excess OCIE will be turned-in to the SSA within 10 days of the review.

c. *Conduct causative research for differences.* Causative research includes but is not limited to, comparing all postings to the applicable property book page against documents that support those postings, verifying all hand receipt change documents, searching storage areas controlled by the PBO, and ensuring that end item identity was not destroyed by consolidation, disassembly or mislabeling. The PBO will resolve any differences between the counted quantity and the recorded quantity, if possible, through causative research.

d. *Inventory adjustments.*

(1) Prepare DA Form 444 in three copies as shown in figure 9-4.

(2) The PBO must document causative research on IARs when adjustments are for:

(a) For Sensitive items having a CIIC, I-9, S,N,P,Q,R or Y (Night Vision Devices) see appendix L.

(b) Adjustments exceeding one-half of 1 percent of the combined total (dollar value) of issues and turn-ins of a single LTN with supported soldiers since the last inventory adjustment.

(c) Adjustments over \$300 in extended line item value.

(3) Those adjustments requiring causative research in (2) above that show negligence was the cause or for which no cause could be

found will be supported by action taken in accordance with AR 735-5. When preparing the Report of Survey ensure that the unit price used is current.

(4) Adjustments other than those in (2) above do not require causative research. However, if the PBO suspects that negligence may be involved in the adjustment, conduct causative research. Support those adjustments for which negligence is found to be the cause by action taken under AR 735-5.

e. *Processing the inventory adjustment report (IAR).*

(1) The PBO assigns a document number from the nonexpendable document register to the IAR and posts the IAR to the property records.

(2) The PBO sends the original and first copy to the approving authority within 5 work days after the date the adjustments are posted to the property records and within 30 days after the inventory is completed. When the approving authority returns the IAR to the PBO for further research, complete the research and resubmit the IAR within 15 days. When the research can't be completed within 15 days, request an extension. The approving authority may grant an extension of up to 30 additional days. The PBO holds the second copy in suspense.

(3) The approving authority for IARs at a CIF resulting from an inventory is determined by the total value of the gains and losses on the IAR. If the total value of gains and losses is:

(a) Two thousand five hundred dollars (\$2,500) or less, the approving authority is the commander who appointed the OCIE PBO. For a division materiel management center, the approving authority may delegate approval authority, in writing, to the materiel management officer if the approving authority is the DISCOM commander.

(b) Over \$2,500 but less than \$10,000, the approving authority is the commander who appointed the OCIE PBO if the appointing authority is in grade 05 or above, or assigned to a position authorized an 05 or above. If the appointing authority is the DISCOM commander, approval authority may be delegated, in writing, to the materiel management officer, or the deputy commander. Otherwise, the approving authority is the first commander in the grade of 05 or above in the appointing authority's chain of command.

(c) Ten thousand dollars (\$10,000) or more, the approving authority is the commander who appointed the OCIE PBO if the appointing authority is in grade 06 or above or assigned to a position authorized an 06 or above. An appointing authority who is the DISCOM commander may delegate approval authority, in writing, to the deputy commander, if this officer is in the grade of 06. Otherwise, the approving authority is the first commander in grade 06 or above in the appointing authority's chain of command. General officers may delegate, in writing, an 06 to act as approving authority.

(d) Once total adjustments (both gains and losses) for the fiscal year exceed 2½ percent of the total dollar value of the stockage allowance, then approval authority for all IARs is the approval authority in (c), above. Don't include administrative adjustment reports (AARs) in totals used to determine the 2½ percent cutoff.

(e) Compute the dollar value of the stockage allowance as of the last day of the first month of the fiscal year. Multiply the stockage allowance for each item by the unit price. Add the results for all stockage allowance lines to determine the total stockage allowance value. Use this value for all IARs during the fiscal year.

(4) Final disposition of the IAR depends upon the action taken by the approving authority.

(a) If all items listed on the IAR are approved, the approving authority will date and sign the report in the SSA commander block. The first copy will be retained by the IAR approving authority and filed in the IAR file. The original copy will be returned to the PBO for filing in the supporting document file. On receipt of the original, the PBO will destroy the second copy.

(b) If one or more items listed on the IAR are disapproved by the approving authority, the approving authority will circle the item number(s) and indicate the investigative procedure (AR 15-6 or AR